

DELAWARE PUBLIC PURCHASING ASSOCIATION, INC.
FIRST QUARTER MEETING

Minutes of Tuesday, February 17, 2009

The First Quarter meeting of the Delaware Public Purchasing Association (DPPA), Inc. for 2009, was held at **Roma's Italian Restaurante**, Dover, DE.

There were twelve (12) members in attendance: Peter Gregg and Andy Anderson, City of Dover; Kim Cuffee, DSP; Ruth Kowalski; New Castle County Janet Schukoske, ERP; Hollylynn Ford, GSS; Sussanne Jara, DSP; Carmen Herrera and Jeff Savin, DTI, Lisa Tusick The Town of Bethany Beach, Tom D'Allessandro Christiana Fire Co, Paul Giery DOC. Blaine Herrick, GSS, attended as a guest speaker.

1. Opening of the Meeting - Peter

Peter Gregg, President, called the meeting to order at 10:10 a.m. **He thanked Delaware State Police for hosting the meeting.**

Pete had everyone introduce themselves since we had new members in attendance.

2. Reading of the Minutes - Janet

A motion was made by Ruth, seconded by Paul, to waive the reading of the third quarter minutes and to pass the minutes as written. It passed unanimously. Please read them on-line.

3. Treasurer's Report – Sussanne

- a. The treasurer's report was read by Sussanne (copy attached).

Previous Balance:	\$12,949.55
Income	\$ 175.00
Expenses	<u>\$ 682.36</u>
	\$12,442.19

Certificate of Deposit:

Previous Balance:	\$ 20,208.75
Income	\$ 284.20
Expenses	<u>\$</u>
Ending Balance	20,492.95

Sussanne informed members that it was time to either pull out the CD or roll it over. A motion made by Janet, and seconded by Andy to roll over the CD. It passed unanimously.

A motion was made by Tom, seconded by Kim, to accept the Treasurer's Report as written. The report was passed unanimously.

4. Committee Reports-

- a. Finance Committee – Paul

Paul proposed the 2009 budget. (copy attached) Approval of the budget was tabled until after the new business was discussed because a change was anticipated based on the new business.

b. Program Committee – Janet

Janet talked about today's program, which is Jim Shore, DNREC & Suzanne Davaro from GSA.

c. Chapter Liaison – Pete

- The Region II Conference next year will be hosted by Pennsylvania. They are thinking of holding it in Lancaster. PAPPa will give us details as soon as they have them. The Region II Conference will be hosted by Washington DC in 2010, than we host it again in Delaware in 2011.
- The NIGP Forum will be held in St. Louis Aug 22 -26, 2009. Please save the dates. The host hotel will be the Renaissance Grand Hotel St. Louis. NIGP Rate - \$135 Single or Double/\$145 Triple/\$155 Quad Occupancy. NIGP is offering a new payment program this year. They will offer a special rate for attendees that just want to attend the classes. All meals will be on your own and you will not be able to attend any of the special events. By offering this program, NIGP hopes that more people will be able to attend during these troubled fiscal times.

d. Awards and Scholarship Committee – Ruth

Hollylynn stated if anyone needs helping filling out application for scholarship she will gladly help.

e. Membership Committee –Susanne/Pete

- Efforts taken by Pete to get the word out. Pete stated he submitted an ad in the newspaper and did not see the ad.
- Pete was informed there is a lack of funding from GSS. GSS will no longer be paying for dues but does support DPPA.

f. Professional Development (ProD) [formerly the Education Committee] – Andrea
Due to budget issues the committee decided we will not be able to host this year.

g. Public Relations – Cliff

No report

h. Strategic Planning – Pete

No report.

i. Historian – Kim

No report

5. Unfinished Business/Old Business – All

none

6. New Business – All

- The membership discussed problems some agencies are experiencing getting their entities to pay for their FY 2010 DPPA dues. Various solutions were discussed. It was decided in lieu of closing the Chapter, DPPA would allow a one time dues waiver to any active member. An active member is being defined as any member that paid their FY 2009 dues and has attended at least one meeting or DPPA sponsored function in 2008 calendar year. To request a onetime waiver contact the scholarship chair, Ruth Kowalski. Please email her at Rkowalski@nccde.org.
- Drawing for free attendance to the Region II conference winner was Andy Anderson from the City of Dover! Congratulations Andy!!
- Next meeting will be held in May 19, 2009 at 10:00am. It will be hosted by City of Wilmington.

f. 2009 Meeting Hosts

May - City of Wilmington
Sept. - City of Dover
Nov. - New Castle County

7. LUNCH - 12:00 pm

8. Shortly after lunch, a change was made to the 2009 budget a motion by Susanne to pass the budget and seconded by Janet. It passed unanimously.

9. Presentations-1:00 pm

Jim Short informed members DNREC is holding a Power of Purchasing webinar in its Richardson Robbins Building auditorium located at 89 Kings Highway in Dover, DE. Part I on March 17, 1:30-3:00 and Part II on March 31, 1:30-3:00. To register at DNREC contact Kathy Corazza or Jim Short at 739-9403 or email at Kathy.corazza@state.de.us or james.short@state.de.us.

GSA Representative Suzanna Devaro presented a presentation on how we can use GSS Schedules and which ones. She also demonstrated how to use the GSA Advantage website.

Blaine Herrick of GSS mentioned that regarding state agency use of GSA, if the commodity or service is on a central contract, they cannot use the GSA process.

Steve from GSA Surplus informed us how the state can receive donated property from the Government. Please go to www.gsa.gov/propertydonations for more information.

9. Adjourn – Pete

Pete, again, thanked Delaware State Police for hosting the meeting!

Pete adjourned the meeting at 3:30 p.m.

Respectfully submitted,

Hollylynn Ford, CPPB
DPPA Secretary
2/17/2009

DELAWARE PUBLIC PURCHASING ASSOCIATION
TREASURER'S REPORT

					Comments:
PREVIOUS BALANCE				\$12, 949.55	
<u>INCOME</u>					
General					
Membership Dues		\$175.00			3 members 2 new members
TOTAL INCOME			\$175.00		
<u>EXPENSES</u>	<u>CK</u>				
	<u>#</u>				
General					
Lone Star	1130	\$312.17			4 th qtr holiday lunch/meeting 15 members
Janet Schukoske	1131	\$113.19			Reimb for Region II conference (\$60.20) Mike S. ret gift/card (\$52.99)
Kim Cuffee	1132	\$7.00			Reimb for container for Historian
Hollylynn Ford	1133	\$250.00			Scholarship Award
TOTAL EXPENSE			\$682.36		
ENDING BALANCE				\$12,442.19	

DELAWARE PUBLIC PURCHASING ASSOCIATION			
TREASURER'S REPORT			
CERTIFICATE OF DEPOSIT			
AS OF DECEMBER 2008			
PREVIOUS BALANCE			\$20,208.75
<u>INCOME</u>			
TOTAL INCOME		\$ 284.20	
<u>EXPENSES</u>	<u>CK #</u>		
-	-		
TOTAL EXPENSES		\$ -	
ENDING BALANCE			\$ 20,492.95

DPPA 2009 Proposed Budget

	2008 APPROVED	2009 PROPOSED
Chapter Assessment Dues*	\$ 300.00	\$300.00
Food & Related*	\$ 600.00	\$650.00
Insurance (Novick Group)	\$ 100.00	\$100.00
Miscellaneous	\$ 500.00	\$500.00
Requests from Committees:		
Awards & Scholarship Committee*	\$ 3,800.00	\$5,000.00
Education Committee*	\$ 500.00	\$500.00
Membership Committee*	\$ 200.00	\$300.00
Program Committee*	\$ 500.00	\$500.00
Public Relations Committee*	\$ 200.00	\$200.00
TOTALS	\$ 6,700.00	\$8,050.00

***COMMENTS:**

Chapter Assessment Dues - Amount is for 2009. Dues are always paid in arrears.

Food & Related - Breakfast for meetings, new member meals, guest speaker meals, and meals for DPPA members (4th Qtr).

Awards & Scholarship Committee - Includes (3) members @ \$600 each to attend Regional Conference and the President to attend Annual Forum @ \$2,000. Recommendation was made to increase \$1,500.00

Education Committee - Requesting supplies (paper, postage, envelopes, etc.) to notify Chapters of NIGP Course in 2009.

Membership Committee - Booklets, postage, lapel pins, certificates, letters for new members.

Program Committee - Guest speaker fees.

Public Relations Committee - Advertising of meetings, newspaper articles.